

PROGRAMME GUIDE
for
Bachelor of Science in Nursing (B.Sc. Nursing)



Indira Gandhi National Open University
School of Health Sciences
New Delhi
1994

Community Health Cell

Library and Documentation Unit

367, "Srinivasa Nilaya"

Jakkasandra 1st Main,

1st Block, Koramangala,

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PROGRAMME GUIDE
for
Bachelor of Science in Nursing (B.Sc. Nursing)

Theory and Practical Courses

COMMUNITY HEALTH CELL

No. 367, Srinivasa Nilaya, Jakkasandra,
I Main, I Block, Koramangala, Bangalore - 560 034.

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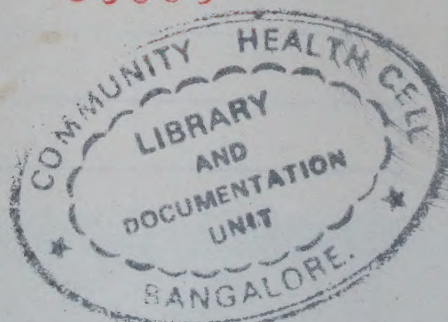
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Printed material is our backbone. Our study material is prepared by teams of experts keeping in view the interest of the learner group. Each course has a course Development Committee headed by the Vice-Chancellor and other distinguished academics and professionals involved in the course preparation. The course material is written in such a manner that the students can study it by themselves with a little assistance from our Counsellors at the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centres. Therefore, students will have no need for any cheap or condensed guides for following courses of IGNOU. In fact these may harm them. Hence, the University strongly advises the students not to take recourse to such type of guides.

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Further information on the Indira Gandhi National Open University courses may be obtained from the University's Office at Maidan Garhi, New Delhi-110 068.

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PART I

PROGRAMME DETAILS

1 THE UNIVERSITY

Indira Gandhi National Open University was established in September 1985 by an Act of Parliament with a view to democratise education so that it covers large segments of population, vocations and professions. The primary emphasis is on innovation, flexibility and cost effectiveness. Thus, it is a university with a difference.

The major objectives of the university are :

- to promote the educational well-being of the community,
- to democratise higher education by providing easy access to all those who desire to improve their qualifications, skills and competence by taking education to the doorsteps of people living even in remote rural areas,
- to disseminate learning and knowledge through an innovative multi-media teaching-learning system,
- to provide high quality education at all levels,
- to coordinate and determine the standards of Distance Education and Open University systems through the country.

The salient features of this system of education are :

- study according to your own convenience,
- study at your own chosen pace,
- flexibility in choosing course and combination of courses for a wide range of disciplines/subjects, and
- use of modern and appropriate educational and communication technology.

Student support services are provided by the university through a network of Study Centres scattered all over the country. Study Centres are the actual focal points to enable you to receive regular information and learning support. Each Study Centre provides you with library, audio and video facilities to further help you in the learning process. Senior and experienced academics are engaged in face-to-face counselling at Study Centres. The Study Centres are generally located in existing educational institutions and normally function on all holidays and Sundays and also in the evenings on working days. Each Study Centre is supervised by a Coordinator. Regional Centres have been set up in different parts of the country to coordinate the functioning of the Study Centres.

2 PROGRAMME STRUCTURE

The university follows the credit system for its various Degree Programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a four credit course involves 120 study hours and an eight credit course involves 240 study hours. To complete the B.Sc. Nursing programme successfully, you will have to earn 80 credits over a period of 3 to 5 years depending on your convenience.

The Bachelor of Science in Nursing is a three year Degree programme. This course has two major components :

- | | | | |
|---|------------------------|---|------------|
| 1 | Theory courses | — | 36 credits |
| | (inclusive of English) | | |
| 2 | Practical courses | — | 44 credits |

All the courses are compulsory for the students who want to obtain B.Sc. Nursing degree.

2.1 List of Theory Courses

Year	Course No.	Title of the Course	Credits
1st Year			
	HS1T1	Primary Health Nursing	4
	HS1T2	Applied Sciences (Physics, Chemistry, Microbiology, Nutrition and Dietetics)	4
	HS1T4	English	4
2nd Year			
	HS2T1	Medical Surgical Nursing	4
	HS2T2	Community Health Nursing	4
	HS2T3	Behavioural Sciences (Sociology, General Psychology, Educational Psychology, Economics)	4
3rd Year			
	HS3T1	Paediatric Nursing	2
	HS3T2	Mental Health Nursing	2
	HS3T3	Nursing Administration	4
	HS3T4	Nursing Education and Research	4
Total			36

2.2 List of Practical Courses

Year	Course No.	Title of the Course	Credits
1st Year			
	HS1P1	Primary Health Nursing	8
	HS1P2	Applied Sciences (Physics, Chemistry, Microbiology, Nutrition and Dietetics)	4
2nd Year			
	HS2P1	Medical Surgical Nursing	8
	HS2P2	Community Health Nursing	8
3rd Year			
	HS3P1	Paediatric Nursing	6
	HS3P2	Mental Health Nursing	6
	HS3P3	Nursing Administration	2
	HS3P4	Nursing Education and Research Practice	2
Total			44

3 SCHEME OF STUDY

Year-wise Scheme of Study

Year of Study	Theory Courses	Practical Courses	Total Credits
1st year (July, 1994)	12 credits	12 credits	24 credits
2nd year (January, 1996)	12 credits	16 credits	28 credits
3rd year (January, 1997)	12 credits	16 credits	28 credits
	36 credits	44 credits	80 credits

After the first year, you can seek admission for the second year provided if you pass minimum 50% of the total credits of the I year. Similarly, you can seek admission for the third year if you pass 50% of the total credits of I year and II year together.

In case you find that this scheme does not suit your pace and convenience and you intend to spend more than 3 years in completing B.Sc. Nursing Programme, you can concentrate your attention on only those courses in which you intend to take the examination. The remaining courses can be carried forward. The students have to calculate and pursue their studies with in the regulations prescribed in the above paragraph. In this way you can plan your courses for **more than 3 years but not more than 5 years**.

The minimum eligibility for appearing the term-end examination are given in Section 6.2. If the students become ineligible to appear in the term-end examination due to deficiency in attendance (75% counselling sessions and 90% in practical sessions) they have to make up the deficiency in the following year in order to be eligible to appear in the examination.

For the students registered in the first batch only i.e. July 1994, the duration of the programme may be extended to more than 3 years due to operational difficulties. However from the next batch onwards the academic session will be from January to December.

4 FEE STRUCTURE

You have to pay the programme fee (Rs. 3000/- per year) three times i.e. 1st year, 2nd year and 3rd year. For this purpose, however, Admissions Division of the university will send you Acceptance Form along with proper guidelines for the three years.

5 INSTRUCTIONAL SYSTEM

The methodology of instruction in this university is different from that of the conventional universities. The open university system is more learner-oriented, and the student is an active participant in the teaching-learning process. Most of the instruction is imparted through distance rather than face-to-face communication.

The University follows a multi-media approach for instruction. It comprises :

- self-instructional printed material
- audio and video cassettes
- audio-video programmes transmitted through Doordarshan and Radio
- face-to-face counselling at Study Centres by academic counsellors
- assignments
- conduct of practical work at the hospital and community health centres and
- laboratory work.

5.1 Print Material

Properly planned self-instructional print material both for the theory and practical components is the mainstay of this course. The study materials prepared by the university are self-instructional in nature whereas the lessons which are called units in the theory component are structured to facilitate self-study, the practicals are structured for self-guidance during the clinical and laboratory work experience.

5.1.1 How to Study?

a) THEORY

While going through the syllabi of courses you will note that each course has been divided into 4 Blocks for 4 credit courses. Each Block has 4-6 units. These units of each block have a certain thematic unity and arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

The course material will be provided for you in the form of a well designed printed books. Each book is a block containing units. The first page of each block indicates the numbers and titles of the units comprising the block. In the first block of each course, we start with the course introduction. This is followed by a brief introduction to the block.

Each unit has an introduction in which we tell you about the contents of the units. We outline a list of objectives which we expect you to achieve working through this unit. This is followed by the main body of the unit, which is divided into various sections and sub-sections. We end up each unit by summarizing its content to enable you to recall the main points.

In each unit, there are Check Your Progress Exercises which are meant to help you to assess your understanding of the subject.

b) PRACTICAL MANUAL

While going through the Practical Manual you will note that each course has been divided into a number of sections. Based on the theory courses of each subject, number of practicals/nursing skills are given under each section of the particular course of practical. Rest of the pattern for the Practical Manual has been prepared with the objective of providing you a guideline to study and practice these skills/experiment when you are placed in the Laboratory/Hospital/Primary Health Centre for practical experience/work.

As in theory, in the practical print material also you will find the Check Your Progress Exercises and Activities which will provide you a feedback about your grasp over the content of the sections and help you in application of the theory principles into practice.

5.2 Audio-Video Material

In addition to the print material, audio and video programmes have been prepared for each course. The audio-video material is supplementary to the print material. Hence, we advise you to make use of it, as that will help you to understand the subject better. Video programmes are transmitted by Doordarshan on National Network on every Monday, Wednesday and Friday from 6.25 to 6.55, in the morning.

Timings are subject to change. Please check it with your Study Centre.

Audio-video material will not be supplied individually to you but will be made available at the Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from ET&T, Akbar Hotel Annexe, Chanakyapuri, New Delhi-110 021.

Course-wise lists of audio-video programmes are given alongwith the syllabus. This list is for the 1st year courses. A supplementary list for 2nd and 3rd year courses will be supplied to you, separately.

5.3 Counselling

The Study Centre will organise counselling sessions for all courses of study. Here, students can take help from the counsellors in their study. The counselling sessions are not meant to be classroom lectures. You must study

the material and try to assimilate it. If, however, you still have problems, you must consult your counsellor for clarifications.

For successful completion of the programme, a student is required to have minimum of 75% attendance in the counselling sessions.

The counsellor will also organise sessions where you can listen to/view audio-video programmes. These programmes often supplement your course material. Exact dates of counselling sessions will be announced by the Study Centres concerned.

5.4 Practical Sessions

The practical component of this programme has been designed to build on your existing experiences and knowledge in the various areas/field of nursing. This practice will help you to improve the skills, qualities, knowledge and competencies that you will need to practice as a nurse with university education. Throughout the programme, the materials provided to you will encourage you to think about what you have already known and do in your practice as a nurse in the hospital and community.

Your practice is, therefore, an integral and compulsory part of the B.Sc. Nursing programme. 90% attendance for practical work is compulsory for becoming eligible to appear in the examinations. You should bear in mind that every practical is evaluated and is included for the final evaluation, the weightage being 50%. Therefore, a student has to perform all the practicals in order to be able to secure the maximum marks. The remaining 50% is assigned for the final day viva-voce.

We hope that in addition to developing new skills and competencies, you will be able to reflect on what you do, how well you do it and consider the ways you might do it better.

MODEL COMPONENT OF A PRACTICAL COURSE - 8 CREDITS

Sl. No.	Practical Experience		Credits	Hours
1.	Nursing Self-practice	Routine Nursing work in their place of work {8 hours of routine work day = 1-2 hours of self-practice (3 hours/week)}	1	30
2.	Selected case study (students own time)	Practice on selected cases in the hospitals where the students are employed or institutions identified by the university.	3	90
3.	Supervised Nursing Practice	Practice at the Institutions (Hosp./PHC) under the supervision of Clinical Supervisor. Supervisor will observe and conduct evaluation of the performance of each student.	2	60
4.	Post-Nursing Practice Assignments/Records/ Reports	Writing and submitting of the Post-Nursing Practice Assignments/Recording/ Reports, etc.	2	60
Total			8	240

Clinical Supervisor : You will be assigned a Clinical Supervisor in the clinical settings. Your Clinical Supervisor is there to :

- Organise rotation for practical experience;
- Provide support when you need it;
- Provide guidance as you work through this programme;
- Supervise, monitor and assess your progress of work; and
- Evaluate the assignment.

Clinical Supervisor will ensure that each student has gained the required clinical experience for every course of this programme.

Facilities for laboratory work for the Applied Sciences course will be provided at the institutions identified by the university. Laboratory practicals are planned for 110 hours i.e. 13 days in total. There will be two practical sessions of 4 hours/day, one in the morning and one in the evening. It is planned to conduct the practical sessions in a phased manner during suitable periods i.e. summer vacations so that in-service nurses can attend the same without any difficulty.

5.5 Study Centres

To provide effective support, IGNOU has set up a number of Study Centres all over the country whereas for conducting the B.Sc. Nursing programme Institutions will be set up in all the states wherever there Medical College or College of Nursing. Each institution will be handling about 20-25 students. These institutions will be managed by the Coordinator. The detailed particulars regarding the institution and Study Centres to which you are assigned will be communicated to you. The laboratory/clinical sessions of the programme will be held at the Nursing Colleges/Hospitals of the respective town activated for the B.Sc. Nursing. The list of Study Centres activated for the programme are listed at Appendix-2 and the institutions identified for laboratory/clinical sessions are listed at Appendix-3.

A Study Centre/Institution will have the following major functions :

- i) **Tutorial/Counselling :** Tutorial/Counselling is an important aspect of the Open University system. Face-to-face contact-cum-counselling for the courses will be provided at the Study Centres. Generally, there will be 6 counselling sessions for the 4 credit courses and each counselling session will be of $2\frac{1}{2}$ hours duration.

The detailed programme of the contact-cum-counselling sessions will be sent to you by the Coordinator of the Study Centres concerned. In these sessions, you will get an opportunity to discuss your problems pertaining to the courses with the counsellors.

- ii) **Evaluation of Assignments :** The evaluation of your assignments (TMA) will be done by the Counsellors at the Study Centre. The evaluated assignments will be returned to you by the counsellors.
- iii) **Library :** Every Study Centre will have a library having relevant course materials, reference books suggested for supplementary reading as well as audio-video materials prepared for the course(s).
- iv) In the clinical setting, Clinical Supervisor will assign your placement for practical experience in different areas. It is planned to conduct practical sessions during summer vacations i.e. 12 days in the 1st year and 16 days each in 2nd and 3rd years. The detailed schedule of practical work and laboratory work will be communicated to you.
- v) **Audio-Video facilities :** The Study Centres will be provided with audio-video equipment to help you to make use of the audio-video cassettes prepared for different courses. Media notes of these audio-video programmes will also be available at the Study Centres. This will help you to know the contents of each programme.
- vi) **Interaction with fellow-students :** In the Study Centres you will have an opportunity to interact with fellow students. This may lead to the formation of self-help groups.

Please bring all your units and your folder of corrected assignments with you, when you come to the counselling sessions/practical sessions.

6 EVALUATION

- a) **Theory** : For theory courses, the evaluation consists of two aspects — i) Continuous evaluation through assignments and ii) Term-end examination. In the final results all the assignments carry 30% weightage while 70% weightage is given for term-end examination.
- b) **Practical** : For practical courses, the evaluation consists of two aspects — i) Continuous assessment during field work, and ii) Final day viva-voce. In the final result, continuous assessment during field work will carry 50% weightage and final day viva-voce will carry 50% weightage.

c) **Grading Percentage**

Distinction	—	80% and above
A Ist Division	—	70%-79.9%
B IInd Division	—	60%-69.9%
C Pass	—	50%-59.9%
For English	—	40% pass marks

You are required to score atleast 50% marks in both continuous evaluation (theory assignments and practical field work) and term-end theory examination/final day practical viva-voce. In the overall computation also you must score atleast 50% marks in each course, except in English to claim the B.Sc. degree in Nursing. In English 40% marks are considered as pass marks.

Gold Medal : The University has decided to award a Gold Medal to the candidate who is a topper in all the courses and has successfully completed the programme in a minimum stipulated period of 3 years ($3\frac{1}{2}$ years for the first batch enrolled in 1994).

6.1 Assignments

Assignments constitute the continuous evaluation component of a course. The assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to take your assignments seriously.

You have to complete the assignments compulsorily. You will not be allowed to appear for the term-end examination for a course if you do not submit the specified number of assignments in time for that course.

The main purpose of assignments is to test your comprehension of the learning material you receive from us and also to help you get through the courses by providing feedback to you. The information given in the printed course materials should be sufficient for answering the assignments. Do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other books, you may make use of them. But, the assignments are designed in such a way as to help you to concentrate mainly on the printed course material and make use of your personal experience.

There are two types of assignments : (1) **Tutor Marked Assignment (TMA)** which is evaluated by the counsellor, and (2) **Computer Marked Assignment (CMA)** which is evaluated by the computer. In case of a 4 credit course, you have to attempt two assignments and for a 2 credit course, there will be only one assignment. **You may please note that the first year courses of the first batch enrolled in July, 1994 will have only TMAs.**

Whenever you receive a set of assignments, check them immediately and ask for missing pages, if any, from Joint Registrar, Material Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068 or the Coordinator of your Study Centre.

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor marks.

You must submit your assignments according to the schedule indicated in the assignment itself.

The University/Coordinator of the Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date.

For your own record, retain a copy of all the assignment responses which you submit to the Coordinator of your Study Centre. If you do not get back your duly evaluated tutor marked assignments within a month after submission, please try to get it from your Study Centre personally. This may help you to improve upon future assignments. Also maintain an account of all these corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

In case you are unable to submit the assignments or unable to score minimum qualifying pass grade i.e. 50%, you have to wait for the assignments meant for the next batch of students and submit them. The request for the new assignments may be addressed to the Assistant Registrar (Evaluation), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068, between December 1 and January 31 every year (see the requisition form given in Appendix-4).

Once you get the pass grade in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre so that the correct score is forwarded by him to the Evaluation Division at the Headquarters.

Do not enclose or express doubts for clarification, if any, along with the assignment. Send your doubts in a separate cover to the Director (Evaluation), IGNOU, New Delhi. When doing so give your complete enrolment no., name, address, title of the course, and the number of the unit or the assignment, etc., on top of your letter.

SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS (TMAs)

- 1 Write your Enrolment Number, Name, full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2 Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet.

Course Code and Assignment Code may be reproduced from the assignment. The top of the first page of your response sheet for each assignment should be like this:

	ENROLMENT NO.
PROGRAMME TITLE	NAME
COURSE CODE	ADDRESS
COURSE TITLE
ASSIGNMENT CODE	SIGNATURE
STUDY CENTRE	DATE

- 3 Read the assignments carefully and follow the specific instructions, if any, given on the assignment itself.
- 4 Go through the units on which assignments are based. Make some points regarding the question, rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question, give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise. While solving numericals, use proper format and give working notes wherever necessary.
- 5 Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm. margin on the left and atleast 4 lines in between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.
- 6 Write the responses in your own hand. Do not print or type the answers. Do not reproduce your answers from the units sent to you by the university. If you reproduce from units, you will get poor marks for the respective question.
- 7 Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.

- 8 Write each assignment separately. All the assignments should not be written in continuity.
- 9 Write the question number with each answer.
- 10 The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Evaluation Division at Headquarters for evaluation.
- 11 After submitting the assignment at the Study Centre, get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card as printed in Appendix 5.
- 12 In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignment only to the original Study Centre until the change of Study Centre is effected by the university.
- 13 A feedback sheet on B.Sc. Nursing Course material is given in the appendix (Appendix 6) for your comments/observations. Please fill it up and send it alongwith the theory assignments of each course. This will help us to improve the course materials in future. You can use photocopies of these specimen sheets.

SPECIFIC INSTRUCTIONS FOR COMPUTER MARKED ASSIGNMENTS (CMAs)

- 1 At the end of each computer marked assignment (CMA) you find the response sheet. In that response sheet the details of Programme Code, Course Code and Assignment Code are printed. Therefore, you should be very careful to use the response sheet only for the same assignment. By mistake, if the response sheets of two different assignments are interchanged, all the answers may become wrong and may result in a poor grade. So you are advised to tear off the response sheet from the assignment only after completing the answers and filling other particulars.
- 2 Proforma of the CMA response sheet is given at Appendix 7 in this programme guide for your information. If you have missed or misplaced the response sheet of any assignment, you can use the photocopy of the proforma given in this programme guide. Please note that the details of Course Code and Assignment Code are left blank. So you should carefully fill up these columns whenever you use the photocopy of this proforma.
- 3 Write your enrolment number carefully in the prescribed column. Any mistake in the enrolment number will lead to non-declaration of your results. Also write your name and address clearly in capital letters in the prescribed columns.
- 4 Put your signature and date of submission of response sheet in the columns prescribed.
- 5 In the response sheet you can see the question numbers printed from 1 to 50. Below each number you can find blank box which is meant for writing the answer.
- 6 For each question in the assignment, four answers are provided, of which only one answer is correct. You have to read the question carefully and select the correct answer. Then write the number of the correct answer in the box provided for that question in the response sheet. For example assume Questions 1 and 2 in the assignment are as follows:

Q.1 Among the following persons, who is a businessman:

- 1 Chartered Accountant
- 2 Doctor working in a hospital
- 3 Sales boy in a medical shop
- 4 Owner of a medical shop

Q.2 An example of an audio-visual medium of advertising:

- 1 Hoarding
- 2 Neon Signs
- 3 Film show
- 4 Radio

Now you have to choose the correct answers for these questions. The correct answer for Q.1 is the alternative given at 4. So you have to write 4 in the box below question 1 in the response sheet. Similarly, correct answer to Q.2 is the alternative given at 3. So write 3 in the box below Q.2 in the response sheet. This is shown below:

Question No.	1	2	3	4	5	6	7	8	9	10
Answer	4	3								

- 7 If you think that none of the answers is correct for a specific question, write '0' in the box related to that question. Similarly, if you do not want to answer any question, put a (x) in that box.
- 8 Do not over-write on the answer because such an answer may not be legible and may not be accepted. Therefore, write your answers on the response sheet only when you are absolutely sure about it.
- 9 You should not fill in the columns provided for office use at the bottom of the response sheet.
- 10 Retain a copy of the duly filled in CMA response sheet for your record purpose.
- 11 After completing the assignment, tear off the response sheet from the assignment, put it in an envelope and mail it to the following address:

Evaluation Division
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068.

6.2 Term-end Examination

As stated earlier, term-end examination is another component of the evaluation system. Term-end examination carries 70% weightage in the final result.

To be eligible to appear at the term-end examination in any course, you are required to fulfil the following five conditions.

- 1 You should pay the instalments of the course fee for that year.
- 2 You should pursue the prescribed course.
- 3 You should complete the submission of assignments for the respective course.
- 4 You should complete 75% of attendance in counselling for theory and 90% practical contact hours.
- 5 You should submit the examination form in time (which is explained later).

The university conducts term-end examination twice in a year i.e., in June and in December. You can take the examinations after the completion of the course. In the **first year** you can take the examinations in December, failing which you can take the same in June or December, of subsequent years within the total span of the programme. Similarly, in the case of **second year courses**, you can take the examinations in December, failing which you can appear in June or December of subsequent years. Same pattern will apply to **third year** (last six months) courses.

The first term-end examination of the B.Sc. Nursing programme will be held in December 1995 for the 1st batch registered in July 1994. In case you fail to get a pass score i.e. 50% in the term-end examination, you will be eligible to reappear at the next term-end examination for that course as and when it is held, within the total span of the programme.

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU Newsletter from time to time. Thus, normally, the date sheet for June examinations are sent in the month of January and December examinations in the month of July. You are advised to see whether there is any clash in the examination dates of the courses you wish to take i.e., examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and the other course in the next examination i.e. June or December as the case may be.

It is an essential prerequisite for you to submit the **Examination Form** for taking examination in any course. Copies of the examination forms are available at Study Centres/Regional Centres/Evaluation Division at Headquarters. A copy is also enclosed here at Appendix 8 in this Programme Guide. You can take photocopy of this form and use it. Only one form is to be submitted for all the courses in one term-end examination. **There is no separate fee for the examinations.**

The filled in examination form is to be submitted to the Deputy Registrar (Evaluation), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068. The last date for submission of examination

forms are 31st March for the examinations to be held in June and 30th September for examinations to be held in December. Examination forms received at the Headquarters after the last date shall be rejected.

After receiving the examination form from you, the university will send intimation slip to you before the commencement of examinations. If you do not receive the intimation slip 15 days before the commencement of examinations, you may contact your Study Centre/Regional Centre/Evaluation Division at Headquarters. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received intimation slip or misplaced the intimation slip, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

It is your duty to check whether you are registered for that course and whether you are eligible to appear for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

Study Centre is the contact point for you. The university cannot send communications to all the students individually. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all the students. You are, therefore, advised to get in touch with your Coordinator for day-to-day happening so as to get advance information about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

While communicating with the University regarding examination, please clearly write your enrolment number and complete address. In the absence of such details, we will not be able to attend to your problems.

7 OTHER USEFUL INFORMATION

IGNOU News Letter

The University publishes IGNOU news letter three times a year in English as well as in Hindi. It is mailed to each student free of cost. All the important information relevant to the students is published in this news letter.

Reservation of Seats

The University provides reservation of seats for scheduled castes, scheduled tribes and physically handicapped students as per the Government of India rules.

Scholarships and Reimbursement of Fees

Reserved categories viz. scheduled castes/scheduled tribes and physically handicapped students, have to pay the fee at the time of admission to the University along with other students.

Physically handicapped students admitted to IGNOU are eligible for Government of India Scholarships. They are advised to collect scholarship forms from the Directorate of Social Welfare or Office of the Social welfare Officer of the concerned State Government and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Similarly, for reimbursement of programme fees, SC/ST students have to submit their scholarship forms to the Directorate of Social Welfare Officer of the respective state government through the concerned Regional Director.

Change of Correction of Address

There is a printed card for a change/correction of address at your Study Centre (see Appendix 9). This card is normally sent to you along with the study material. In case there is any correction or change in your address, you are directed to make use of that printed card addressed to the Administrative Officer, IGNOU, K-76, Hauz Khas, New Delhi-110 068. You are advised not to write letters to any other officer in the university in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during this period.

Change of Study Centre

For the purpose of change of Study Centre you have to send a request to the Director of your Regional Centre. A

copy of the same may be sent to Admission Division at the Headquarters.

Counselling facilities for a programme may not be available at all the centres. As such you are advised to make sure that counselling facilities are available for the programme you have chosen at the new centre. As far as possible, the request for change of Study Centre is considered, however, the allotment of new Study Centre is subject to the availability of seats for the programme at the new centre asked for.

Change of Region

When you want transfer from one Region to another, you have to write to that effect to the Regional Centre from where you seek a transfer marking copies to the Regional Centre where you would like to be transferred to and to Registrar (Admissions), New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Registrar (Admissions). The records are normally sent by Registered Post to guard against loss in the postal transit.

Simultaneous Registration

A student is permitted to register for only one programme in one academic session. You are, therefore, advised not to seek admission for more than one programme in the given academic session. Violation of this rule attracts cancellation of admission to all the programmes and forfeiture of the programme fees.

For your information, addresses of important officers dealing with different educational aspects are given below. Whenever you have a problem, you can directly contact the concerned officer.

Some Useful Addresses

1	Non-receipt of study materials, assignments, etc.	Joint Registrar (MDD) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068
2	Admission, fees, scholarships, exemption, change of course/programme	Registrar (Admissions) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068
3	Assessment sheets, Repeat assignments, examination centres, results, etc.	Director (Evaluation) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068
4	Counselling and other problems relating to Study Centres	Assistant Director (Student Affairs) Regional Services Division Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068
5	Change of address and all other related problems	Administrative Officer Computer Division Indira Gandhi National Open University K-76, Hauz Khas, New Delhi-110 016
6	Purchasing of Audio/Video Tapes	ET & T Akbar Hotel Annexe, Chanakyapuri New Delhi-110 021
7	Academic matters	Director School of Health Sciences Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068

You are also advised to get in touch with the Coordinator of your Study Centre for timely information.

PART II

SYLLABI OF COURSES

COURSE CODE : HS1T1/HS1P1

Title of the Course : Primary Health Nursing

	Theory	Practical
Credits	4	8
Study Hours	120	240
Contact Hours	15	60
One credit is equal to 30 hours of study/practical		

Objectives

- 1 At the end of the course, the students should be able to understand the concept of health and primary health care and describe the organisational set up of health services based on primary health care in India.
- 2 Describe the principles of family health care and develop skill in providing family health care services and maintaining family records.
- 3 Review the knowledge of maternal and child health care, describe the role of the nurse in MCH services in the community and maintaining MCH records.
- 4 Discuss the role of nurse in the primary health care and demonstrate skills in providing primary health care services.

Course Outline (Theory)

Block 1 : Health for All

- Unit 1 Health concept and prerequisites
- Unit 2 Primary health care — concept and principles
- Unit 3 Health for all
- Unit 4 Organisation of health system based on primary health care
- Unit 5 Health care resources, monitoring and evaluation of health services

Block 2 : Family Health Care

- Unit 1 Concepts and principles of family health care
- Unit 2 Assessment of family health care
- Unit 3 Health risk families
- Unit 4 Nursing intervention for meeting family health needs
- Unit 5 Family health records
- Unit 6 Health care in old age

Block 3 : Maternal and Child Health Care

- Unit 1 Review of reproductive system
- Unit 2 Safe motherhood
- Unit 3 Safe childhood and adolescence
- Unit 4 Care of the girl child and women
- Unit 5 Immunization programme
- Unit 6 School health services

Block 4 : Role of the Nurse in Primary Health Care

- Unit 1 Information, education and communication

- Unit 2 Provision of safe drinking water and sanitation
- Unit 3 Maternal and child health, nutrition and family planning
- Unit 4 Prevention and control of locally endemic diseases
- Unit 5 Treatment of minor ailments and accidents
- Unit 6 Provision of essential drugs and vaccines

Course Outline (Practical)

Section 1 : Nursing in Health for All

- Practical 1 Participating in and organising community health projects
- Practical 2 Participating in and organising health camps and campaigns
- Practical 3 Participating in and organising immunization sessions/campaigns

Section 2 : Family Nursing Care

- Practical 4 Identification of risk factors
- Practical 5 Interview technique
- Practical 6 Bag technique
- Practical 7 Family care through family process/counselling
- Practical 8 Maintaining family records/process recording

Section 3 : Maternal and Child Health

- Practical 9 Antenatal examination and identification of risk status in pregnancy
- Practical 10 Confinement PHC/Home
- Practical 11 New born care
- Practical 12 Immunization of children and mothers
- Practical 13 Maintaining maternal and child health records

Section 4 : Nursing Practice in Primary Health Care

- Practical 14 Home care for minor ailments
- Practical 15 Health teaching
- Practical 16 Visit of community health agencies and report writing

Placement

- 1 Primary Health Centre — Urban/Rural
- 2 Community

List of Activities

Activities		Field/Area/ Hospital/Community	Number of Activities
1.	Participate, organize and conduct health campaigns, write report.	Immunization, Family Planning, Eye Camp, Health Education	2
2.	(a) Home visit	High risk families	3
	(b) Case studies	Antenatal Mother — 1	3
		Toddler — 1	
		Adult — 1	
3.	Plan and conduct health teaching	Family — 1	2
		Postnatal mother — 1	
4.	Maintain family health records	PHC (any state)	2 (sample sets)
		Rural/Urban	

List of Audio-video programmes

Primary Health Nursing

Audio

Video

- 1 Immunization a case study
- 2 Oral rehydration therapy
- 3 Safe water and the handpump
- 4 Six killer diseases
- 5 Age of marriage
- 6 Breast feeding
- 7 Sanitation and hygiene
- 8 Prescription for health

COURSE CODE : HS1T2/HS1P2

Title of the Course : Applied Sciences (Chemistry, Physics, Microbiology & Nutrition and Dietetics)

	Theory	Practical
Credits	4	4
Study Hours	120	120
Contact Hours	15	110*
One credit is equal to 30 hours of study/practical		

* Inclusive of reporting/recording of practical

Objectives

Chemistry and Physics

- 1 Identify basic principles of chemistry and physics (laws of organic and inorganic chemistry, bio-chemistry and physics) involved in the practice of nursing.
- 2 Integrate these principles and laws in nursing practice.

Microbiology

- 1 Identify common disease producing microorganisms.
- 2 Understand the basic principles of control of spread of microbes and their significance in maintaining health and prevention of disease.
- 3 Demonstration skills in maintaining infection control measures.

Nutrition and Dietetics

- 1 Describe the principles and practice of (Nutrition and Dietetics) good food.
- 2 Demonstrate skills in selecting and cooking food for (planned menu, preparation) common ailments at home.
- 3 Discuss the role of nurse in dietary services in the hospital.

Course Outline (Theory)

Block 1 : Chemistry

- Unit 1 Molecular nature of matter
- Unit 2 Atomic theory
- Unit 3 Water and electrolytes
- Unit 4 Food Chemistry-I

Unit 5 Food Chemistry-II

Unit 6 Metabolism

Block 2 : Physics

Unit 1 Measurement and accuracy

Unit 2 Motion and gravity

Unit 3 Energy, power and pressure

Unit 4 Heat, light and sound

Unit 5 Electricity

Unit 6 Nuclear physics

Block 3 : Microbiology

Unit 1 Morphology, classification and identification of microbes

Unit 2 Disease producing microbes and fungi

Unit 3 Growth, nutrition, transmission and destruction of microbes

Unit 4 Parasites and vectors

Unit 5 Viruses

Unit 6 Immunity

Block 4 : Nutrition and Dietetics

Unit 1 Nutrition and dietetics—principles and definitions

Unit 2 Planning diets

Unit 3 Assessment of nutritional status

Unit 4 Dietary management of diseases-I

Unit 5 Dietary management of diseases-II

Unit 6 Food safety and hygiene

Course Outline (Practical)

Section 1 : Chemistry

Practical 1 Laboratory techniques

Practical 2 Properties of matter

Practical 3 Qualitative tests for proteins, carbohydrates and triglycerides

Practical 4 Collection and analysis of urine samples

Practical 5 Clinical analysis of blood

Practical 6 Clinical analysis of Cerebrospinal Fluid

Section 2 : Physics

Practical 1 Equilibrium of forces

Practical 2 Liquid pressure

Practical 3 Specific Gravity of a Liquid

Practical 4 Images formed by a concave mirror and a convex lens

Practical 5 Electric current

Section 3 : Microbiology

Practical 1 Use and care of microscope

Practical 2 Examination of living and stained microorganism

Practical 3 Examination of blood smear

- Practical 4 Collection and processing of specimen
Practical 5 Control of microbes in nursing practice

Section 4 : Nutrition and Dietetics

- Practical 1 Planning and evaluation of balanced diet
Practical 2 Diet for Adults
Practical 3 Diet for pregnancy and lactating period
Practical 4 Feeding of infants and preschoolers
Practical 5 Diet for children and adolescents
Practical 6 Planning therapeutic diets

Placement

- 1 Laboratories in the Hospital/Medical College
- 2 Hospital Kitchen

Activities

(Chemistry, Physics and Microbiology)

- 1 Practicals and demonstrations will be conducted as indicated in the Practical Manual
- 2 Integration of basic scientific principles of chemistry, physics and microbiology

(Nutrition)

List of Activities

Activities	Field/Area/ Hospital/Community	Number of Activities
1 Planning of Normal Diet	adult — 1 child — 1	2
2 Planning of therapeutic diet	adult — 1 child — 1	2

List of Audio-Video Programmes

APPLIED SCIENCES

Audio	Video
Nutrition, Block-4	1 Nutrition During Pregnancy
1 Nutrition for the Community	2 Infancy and Preschool Nutrition
2 Let's Choose the Right Food	3 Nutrition in Old Age
3 Carbohydrates, Fats and Proteins	4 Malnutrition in India
Chemistry, Block-1	5 Nutrition Rehabilitation
1 Metals	6 Importance of Food rich in Nutrition
Microbiology, Block-3	7 Planning Balanced diet
1 Sterilization Slides	8 Structure of Atom—A Historical perspective
	9 Preparation of standard solutions

COURSE CODE : HS1T4

Title of the Course : Functional English

	Theory
Credits	4
Study Hours	120
Contact Hours	15
One credit is equal to 30 hours of study/practicals	

Objectives

- 1 Develop ability to read, write and correct English.
- 2 Develop study skills for purpose for professional development and enrichment.
- 3 Develop conversational skills in English.
- 4 To be able to communicate effectively.

Course Outline

Block 1 : Reading Comprehension (6 Units)

Block 2 : Writing Skills

- Unit 1 Writing Paragraph
- Unit 2 Writing Paragraph and Development of Paragraph
- Unit 3 Formal Letters-1
- Unit 4 Formal Letters-2
- Unit 5 Writing Reports-1, Reporting events
- Unit 6 Official Communications

Block 3 : Study Skills

- Unit 1 Note Taking-1
- Unit 2 Note Taking-2
 - List of Tables and Diagrams
- Unit 3 Note Taking-3
- Unit 4 Writing Summaries-1
- Unit 5 Writing Summaries-2
- Unit 6 Tables, Charts and Graphs

Block 4 : Conversation — Speaking Skills

- Unit 1 Formal face to face-1
- Unit 2 Formal face to face-2
- Unit 3 Informal face to face
- Unit 4 Telephone conversation
- Unit 5 Seminar Talk
- Unit 6 Interview

List of Audio-Video Programmes

FUNCTIONAL ENGLISH

Audio	Video
1 Animal Farm	1 Descriptive Composition
2 Human Environment	2 Creative Writing — An Introduction
3 Fundamental Norms of Writing	3 Appearing for An Interview
4 Writing of Paragraph	4 Graphic Communications using Charts and Diagrams
5 Note Taking from Lecture	
6 Listening Comprehension, Conversation and Pronunciation	
7 Role, Relationship and Tone in Conversation	
8 Formal and Informal letters	
9 Graphic Communications using Charts and Diagrams	

Note: Please note that the Assignments of Functional English (HS1T4), in Assignment No. 2 (Blocks 3&4) Question No. 7 carries 10 marks.

COURSE CODE : HS2T1/HS2P1

Title of the Course : Medical Surgical Nursing

	Theory	Practical
Credits	4	8
Study Hours	120	240
Contact Hours	15	60

One credit is equal to 30 hours of study/practical

Objectives

- 1 Review the previous basic knowledge of anatomy, physiology, pathophysiology and pharmacology in medical-surgical disorders.
- 2 To understand the concept of advanced medical surgical nursing.
- 3 Develop skills in applying nursing process in the care of patients with various medical surgical disorders/ conditions.
- 4 Assist the patients and families to identify and meet their own health needs.

Course Outline (Theory)

Block 1 : Concept of Advanced Medical Surgical Nursing

- Unit 1 Concepts of nursing care
- Unit 2 Nursing process
- Unit 3 Expanded role of nurses
- Unit 4 Emergency treatments

Block 2 : Neuro, Cardiothoracic and Nephrology Nursing

- Unit 1 Neurological problems and examinations
- Unit 2 Neurological conditions
- Unit 3 Cerebro-vascular accidents, injuries and neuropathies
- Unit 4 Cardiothoracic conditions
- Unit 5 Open Heart Surgery
- Unit 6 Nephrology nursing

Block 3 : Musculo-skeletal, Gastro-intestinal and Oncological

- Unit 1 Musculo-skeletal disorders
- Unit 2 Musculo-skeletal nursing
- Unit 3 Disorders of digestive functions
- Unit 4 Surgical conditions of gastro-intestinal tract
- Unit 5 Oncological disorders
- Unit 6 Oncological nursing

Block 4 : Reconstructive, Emergency and Disaster Nursing

- Unit 1 Nursing and plastic and reconstructive surgery
- Unit 2 Nursing in medical emergencies
- Unit 3 Nursing in trauma
- Unit 4 Disaster nursing

Course Outline (Practical)

Section 1 : Nursing Practical Presentation

- Practical 1 Developing nursing process
- Practical 2 Maintaining records
- Practical 3 Preparing case study
- Practical 4 Preparing drug study

Section 2 : Carrying out nursing process and maintenance records of patients

- Practical 5 Caring of patients with medical conditions
- Practical 6 Caring for the operative patients
- Practical 7 Caring of patients with medical surgical emergencies
- Practical 8 Caring of dying patients

Section 3 : Assisting with Diagnostic Procedures

- Practical 9 Preparation of patient for diagnosis test
- Practical 10 Caring for the patient undergoing injection studies
- Practical 11 Preparation of the patient for diagnosis studies using radioactive materials
- Practical 12 Preparing the patient for Barium and other gastrointestinal studies
- Practical 13 Assisting physician with diagnostic procedures

Section 4 : Nursing Practice in Patients undergoing General and Specific Therapies

- Practical 14 Developing therapeutic communication
- Practical 15 Promoting adequate respiration
- Practical 16 Promoting adequate circulation
- Practical 17 Monitoring fluid balance

- Practical 18 Administration of medications and drug supplement
 Practical 19 Preserving, restoring and rehabilitating the musculoskeletal functions
 Practical 20 Providing care to patients on radiotherapy and chemotherapy

Placement

Medical Surgical Wards

List of Activities

Activities	Field/Area/ Hospital/Community	Number of Activities
1. Nursing Process	Any three from the following areas : Medical, surgical, cancer, neurology, cardio-thoracic and burns	3
2. Case studies	Any two of the following : Cardio-thoracic — 1 Cancer — 1 Medical/surgical — 1	2
3. Procedure	Investigations/Diagnostic — 1 Any specific therapy — 1 Drug therapy — 1	3
4. Planned Health Teaching	Medical — 1 Surgical — 1	2

COURSE CODE : HS2T2/HS2P2

Title of the Course : Community Health Nursing

	Theory	Practical
Credits	4	8
Study Hours	120	240
Contact Hours	15	60

One credit is equal to 30 hours of study/practical

Objectives

- 1 To recall the concept of community health nursing services.
- 2 Describe the various systems of medicine prevalent in the community.
- 3 Outline the role of surveillance and monitoring of health programmes and community involvement for the welfare of the community.
- 4 Identify the role of the nurse in specific societal problems.
- 5 Identify the role of the nurse in specific health programmes.

Course Outline (Theory)

Block 1 : Review of Community Nursing Service

- Unit 1 Introduction
- Unit 2 Epidemiology—surveillance and monitoring of health services
- Unit 3 Major health problems of India
- Unit 4 Systems of medicine
- Unit 5 Voluntary and international health agencies

Block 2 : Role of Nurse in Specific Societal Health Problems

- Unit 1 Alcohol and drug dependence
- Unit 2 Child abuse/girl abuse/female abuse
- Unit 3 Poverty
- Unit 4 Infertility
- Unit 5 Multiparity
- Unit 6 STD/AIDS (Sexually transmitted diseases/Acquired Immune Deficiency Syndrome)

Block 3 : Role of Nurse in Specific Health Programmes

- Unit 1 Maternal and Child Health Programme and Family Welfare Programmes
- Unit 2 Control of Communicable diseases—I
- Unit 3 Control of communicable diseases—II
- Unit 4 Control of non-communicable diseases
- Unit 5 Integrated child development scheme
- Unit 6 Community development programmes

Block 4 : Community Health Nursing Administration

- Unit 1 Health planning in India — report of various health committees, five year plans, national health policies
- Unit 2 Community health nursing administration—principles of administration
- Unit 3 Supervision, guidance and decision making
- Unit 4 Placement and functions of nursing personnel in community health nursing at various levels
- Unit 5 Continuing education programmes
- Unit 6 Management information evaluation system

Course Outline (Practical)

Section 1 : Community Health Nursing Service

- Practical 1 Community identification and community profile using different techniques
- Practical 2 Preparing Community Map
- Practical 3 Maintaining records
- Practical 4 Preparing report

Section 2 : Nursing Practice/Care in Specific Societal Health Problems

- Practical 5 Visit to families in home
- Practical 6 Identification of special societal health problems
- Practical 7 Participative in preventive and societal measures
- Practical 8 Participating in mass education and population education
- Practical 9 Evaluation and reporting of specific health problem

Section 3 : Nursing Practice in Specific Health Programme

- Practical 10 Identification of specific health programmes
Practical 11 Participation in specific health programmes
Practical 12 Evaluation reporting of specific health programmes

Section 4 : Community Health Nursing Administration

- Practical 13 Survey of a community health centre
Practical 14 Situational analysis, evaluation and reporting administration of community health services
Practical 15 Teaching and educating health worker and health volunteers
Practical 16 Supervision of health workers

Placement

Primary/Community Health Centre

— Urban

— Rural

List of Activities

Activities		Field/Are/ Hospital/Community	Number of Activities
1	Survey	Community	1
2	Case study	Adult-1	1
3	Report writing	Any specific health programme	1
4.	Planned Health Teaching	School Health Programme — 1 Group of mothers — 1 Health workers/ANM/VHG/ — 1 Dais	3

COURSE CODE : HS2T3

Title of the Course : Behavioural Sciences

	Theory
Credits	4
Study Hours	120
Contact Hours	15
One credit is equal to 30 hours of study/practical	

Objectives

- 1 Describe principles of psychology and educational psychology and relate/integrate these in Nursing Practice and Nursing Education.
- 2 Identify sociological concepts and its application in nursing practice.
- 3 Discuss the role/importance of social agencies in health and illness.
- 4 Enumerate the role of the nurse while interacting with the individuals, family and community.
- 5 Understand the economics of health care services.

Course Outline (Theory)

Block 1 : Sociology

- Unit 1 Man and social development : An approach
- Unit 2 National integration
- Unit 3 Social transformation
- Unit 4 Health and illness in Indian Society

Block 2 : General Psychology

- Unit 1 Introduction of General Psychology and Psychological aspects of nursing
- Unit 2 Sensation, attention and perception
- Unit 3 Motivation, frustration, conflict
- Unit 4 Emotion, stress
- Unit 5 Personality

Block 3 : Educational Psychology

- Unit 1 Introduction to educational psychology
- Unit 2 Individual differences
- Unit 3 Intelligence and abilities
- Unit 4 Learning
- Unit 5 Memory and forgetting
- Unit 6 Attitudes

Block 4 : Economics

- Unit 1 Economics of health care services
- Unit 2 Demand supply and cost in health care
- Unit 3 Economics of illness in the family
- Unit 4 Financing of health care in India

COURSE CODE : HS3T1/HS3P1

Title of the Course : Paediatric Nursing

	Theory	Practical
Credits	2	6
Study Hours	60	180
Contact Hours	8	45

One credit is equal to 30 hours of study/practical

Objectives

- 1 To demonstrate understanding of growth and development while giving nursing care to children.
- 2 Describe the general pattern of physical, mental and social development of child during various stages.
- 3 Do identify the nursing needs of an individual child in health and sickness.
- 4 Plan and implement the nursing care of children admitted in the hospital.
- 5 Demonstrate the skills in paediatric nursing techniques.
- 6 Discuss the needs of the family for prevention of disease. Maintenance of health promotion of personality development of the child.

Course Outline (Theory)

Block 1 : Trends in Paediatric Nursing, New Born and Infant Care

- Unit 1 Child care—concept and facilities
- Unit 2 Normal growth and development and developmental problems
- Unit 3 Paediatric statistics, legislation in child welfare and internationally accepted rights of a child
- Unit 4 Assessment and care of new born
- Unit 5 Prematurity—prevention and care
- Unit 6 Care of infants with physical and physiological problems

Block 2 : Care of Children with Medical Surgical Problems

- Unit 1 Disorders of gastrointestinal system
- Unit 2 Disorders of respiratory system and cardiac system
- Unit 3 Haematological disorders/disorders of blood vasculatory system
- Unit 4 Disorders of central nervous and musculo-skeletal system
- Unit 5 Nutritional deficiency disorders and worm infestation

Course Outline (Practical)

Section 1 : Growth and Development of Neonates, Infants, Toddlers, Preschool Children and School Children

- Practical 1 Growth and Development Monitoring
- Practical 2 Growth and Development Recording

Section 2 : Techniques in Neonatal Care

- Practical 3 Resuscitation of Newborn
- Practical 4 Physical examination and assessment of risk status
- Practical 5 Incubatory care
- Practical 6 Phototherapy and exchange transfusion
- Practical 7 Nasogastric and endotracheal incubation

Section 3 : Nursing Care of Children with Medical and Surgical Problems

- Practical 8 Carrying out nursing process and maintenance of records
- Practical 9 Assisting with specific investigative/diagnostic procedures
- Practical 10 Participating in general and specific therapies
- Practical 11 Administration of medication and drug supplement
- Practical 12 Health education, rehabilitation and follow-up

Section 4 : Preventive Paediatrics

- Practical 13 Methods of Feeding
- Practical 14 Immunization
- Practical 15 Visits to community based child care centres/ institutions

Placement

- 1 Paediatric Ward—Medical Surgical
- 2 Well Baby Clinic

List of Activities

Activities		Field/Area/ Hospital/Community	Number of Activities
1	Growth and development monitoring	Neonates — 1	4
		Infant — 1	
		Toddler — 1	
		Pre-school — 1	
2	Case study	Medical — 1	2
		Surgical — 1	
3	Planned health teaching	Medical/Surgical	1

COURSE CODE : HS3T2/HS3P2

Title of the Course : Mental Health Nursing

	Theory	Practical
Credits	2	6
Study Hours	60	180
Contact Hours	8	45

One credit is equal to 30 hours of study/practical

Objectives

- 1 To understand the principles of psychiatric nursing.
- 2 Differentiate the abnormal behaviour from normal.
- 3 Demonstrate skills in nursing management of emotionally ill in the hospital and community.
- 4 Develop skills in therapeutic communication.
- 5 Applies knowledge in promotion of mental health.

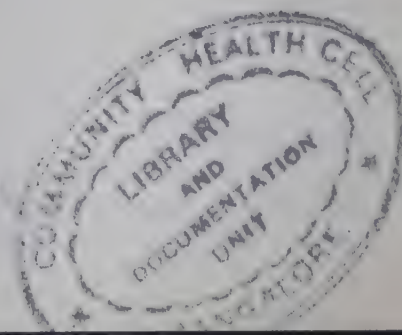
Course Outline (Theory)

Block 1 : Introduction to Psychiatric Nursing

- Unit 1 Concept of normal and abnormal behaviour
- Unit 2 Classification of mental illness
- Unit 3 Defence mechanisms
- Unit 4 Historical development of psychiatric nursing
- Unit 5 Basic principles and prerequisites of psychiatric nursing
- Unit 6 Psychiatric nursing skills communication and interpersonal relationship

Block 2 : Nursing Management of Patients with Psychiatric Conditions

- Unit 1 Anxiety and its relation to neurotic behaviour
- Unit 2 Neurotic disorders
- Unit 3 Psychotic disorders



- Unit 4. National mental health programme
 Unit 5 Role of nurse in community mental health
 Unit 6 Substance abuse

Course Outline (Practical)

Section 1 : Technique in Mental Health Nursing

- Practical 1 Developing nursing process
 Practical 2 Examining mental status of normal and abnormal patients
 Practical 3 Recording of interpersonal process and communication, observation process and process of developing interpretation
 Practical 4 Interview technique

Section 2 : Nursing Care of Patients with Psychiatric Problems

- Practical 5 Carrying out nursing process and maintenance of records
 Practical 6 Assisting with specific investigative diagnostic procedures
 Practical 7 Participating in general and specific therapies
 practical 8 Administration of medication and drug supplement
 Practical 9 Health education, rehabilitation and follow-up

Section 3 : Community Based Mental Health Nursing

- Practical 10 Visits to community based mental facilities e.g. Sanjivini, child guidance clinics, etc.
 Practical 11 Visit to psychiatric patient's family home
 Practical 12 Identification of family dynamic psychological factors
 Practical 13 Participation in community based mental health care
 Practical 14 Maintenance of records and follow-up care reporting

Placement

- 1 Psychiatry Ward/OPD

List of Activities

Activities	Field/Area/ Hospital/Community	Number of Activities
1 Process Recording	Psychiatric ward	5+5
	Male — 1	
	Female — 1	
2 Case studies	Psychotic disorder — 1	2
	Neurotic disorder — 1	
3 Family Counselling	Drug abuse	1
4 Observation Report	Nursing Services/Management of a psychiatric ward	1

COURSE CODE : HS3T3/HS3P3

Title of the Course : Nursing Administration

	Theory	Practical
Credits	4	2
Study Hours	120	60
Contact Hours	15	15

One credit is equal to 30 hours of study/practical

Objectives

- 1 To understand the basic principles of administration in nursing education and service.
- 2 To understand the principles and technique of supervision.
- 3 Explain the concept of personnel management and financial management.
- 4 To apply communication skills in nursing education and services.
- 5 Explain the importance and process of staff development and inservice education.

Course Outline (Theory)

Block 1 : Principles and Practice of Administration and Supervision

- Unit 1 Purpose, scope and nature of administration
- Unit 2 Types of organisations
- Unit 3 Management by objectives
- Unit 4 Principles and techniques of supervision
- Unit 5 Trends and issues in nursing

Block 2 : Administration and Organisation of Nursing Educational Institutions and Nursing Services

- Unit 1 Objectives, role and planning of nursing educational institutions
- Unit 2 Organisation and structure of nursing educational institutions
- Unit 3 Objectives, role and planning of nursing services
- Unit 4 Organisation and structure of nursing services

Block 3 : Personnel and Financial Management

- Unit 1 Personnel management — Recruitment, selection and placement
- Unit 2 Personnel policies — promotion, approval, job description
- Unit 3 Inservice education and staff development
- Unit 4 Leadership
- Unit 5 Financial management — Features of a budget for education and services
- Unit 6 Cost analysis and auditing of finances

Block 4 : Communication Skills

- Unit 1 Principles of communication
- Unit 2 Barriers to effective communication
- Unit 3 How to communicate effectively
- Unit 4 Public relations

Course Outline (Practical)

Section 1 : Nursing Service Administration

- Practical 1 Identification of operational objectives of nursing services
- Practical 2 Study of nursing organisation (particularly with reference to hospital/educational institutions/serving unit)
- Practical 3 Staffing requirement for nursing service
- Practical 4 Recruitment, selection and promotion of staff
- Practical 5 Allocation and transfer of nursing personnel
- Practical 6 Identification of work control method
- Practical 7 Methods of staff and professional development
- Practical 8 Analysis of methods of communication and coordination

- Practical 9 Study of records and reports
- Practical 10 Administration in educational institutions/schools/colleges (particularly with reference to students)

Placement

- 1 Nursing Administrator's Office
- 2 Ward

List of Activities

	Activities	Field/Area/ Hospital/Community	Number of Activities
1	Observation Report	Hospital Services/ Nursing Education/Schools/ Colleges of Nursing	1
2	Preparation of an organisational chart	Nursing services of a hospital in India	1
3	Preparation of 2 days inservice programme	Emergency Care/ICU/OT/Infection Control/Ward (any)	1
4	Report on the records	Hospital wards	1

COURSE CODE : HS3T4/IIS3P4

Title of the Course : Nursing Education and Research

	Theory	Practical
Credits	4	2
Study Hours	120	60
Contact Hours	15	15

One credit is equal to 30 hours of study/practical

Objectives

- 1 Describe the aims and principles of education and nursing education.
- 2 Demonstrate the understanding of teaching learning process and develop skills in teaching learning process.
- 3 Explain the importance of evaluation, procedure and purposes in nursing education.
- 4 Acquire knowledge and develop skills in curriculum development and lesson planning.
- 5 To understand the overview of nursing research and importance of research in nursing practice.

Course Outline (Theory)

Block 1 : Introduction to Education, Guidance and Counselling

- Unit 1 Educational aims and aims of nursing education
- Unit 2 Philosophies of education and role of philosophies in nursing education
- Unit 3 Importance of guidance and counselling in nursing education
- Unit 4 Organisation of guidance services
- Unit 5 Techniques of counselling and skills of a Counsellor.

Block 2 : Curriculum Development

- Unit 1 Introduction to curriculum construction
- Unit 2 Objectives
- Unit 3 Learning experience
- Unit 4 Evaluation
- Unit 5 Planning of experience

Block 3 : Instructional Methods, Media and Evaluation

- Unit 1 Instructional methods and media
- Unit 2 Audio-Visual aids
- Unit 3 Importance and purposes of evaluation
- Unit 4 Evaluation procedure and methods
- Unit 5 Test construction

Block 4 : Introduction to Research

- Unit 1 Introduction to nursing research
- Unit 2 Research process
- Unit 3 Development of research tools
- Unit 4 Reporting research results and writing a research proposal
- Unit 5 Introduction to statistics and computer in scientific research
- Unit 6 Introduction to health statistics

Course Outline (Practical)**Section 1 : Curriculum Development**

- Practical 1 Unit Planning
- Practical 2 Short course Planning
- Practical 3 Lesson planning
- Practical 4 Rotation Plan

Section 2 : Instruction Method, Media and Evaluation

- Practical 5 Audio-visual preparation
- Practical 6 Test construction
- Practical 7 Class room teaching

Section 3 : Term Paper

- Practical 8 Selection of a topic
- Practical 9 Methodology and action plan
- Practical 10 Writing a paper/report

Placement

- 1 Colleges/Schools of Nursing
- 2 Clinical field

List of Activities

Activities	Field/Area/ Hospital/Community	Number of Activities
1 Practice teaching	Classroom teaching	2
	Clinical teaching	2
2 Rotation plan	School of Nursing/Hospital ward	1
3 Self study Interpretation of Research Studies	Any research study Project from nursing library	1

Appendix 1

Regional Centre Codes and Addresses

Sl. No.	Regional Centre	Address of Regional Centre	Operational Area	Region Code
1.	HYDERABAD	Regional Director IGNOU Regional Centre CESS Building Nizamia Observatory Compound Begumpet Hyderabad-500 016 Phone: 213551 Telex: 0425-2170 Fax: 0842-212822	Andhra Pradesh	01
2.	PATNA	Regional Director IGNOU Regional Centre 170-A, Patliputra Colony Patna-800 013 Phone: 261341 Telex: 022-2336 Fax: 0623-362452	Bihar	05
3.	DELHI	Regional Director IGNOU Regional Centre Vishwa Yuvak Kendra Teen Murthy Marg Chanakyapuri New Delhi-110 021 Phone: 301 1963 Telex: 031-62116 Fax: 011-3792203	Delhi, Gurgaon & Faridabad Distt of Haryana State and Gaziabad Distt. and Modinagar town of U.P.	07
4.	AHMEDABAD	Regional Director IGNOU Regional Centre 268-C Pitru Ashish Near Avani Flats Ishwar Bhawan Road Navrangpura Ahmedabad-380 009 Phone: 445843 Telex: 0121-6179 Fax: 0272-465169	Gujarat, Daman & Diu, Dadra & Nagar Haveli	09
5.	KARNAL	Regional Director IGNOU Regional Centre Govt. College Campus Railway Road Karnal-132 001 (Haryana) Phone: 23014 Telex: 0396-205 Fax: 0184-23014	Haryana (except Distt. of Gurgaon & Faridabad), Punjab, J&K and Chandigarh	10
6.	SHIMLA	Regional Director IGNOU Regional Centre Willy's Park, Chaura Maidan Shimla-171 004 Phone: 77806 Telex: 0391-207 Fax: 0177-201064	Himachal Pradesh	11

Sl. No.	Regional Centre	Address of Regional Centre	Operational Area	Region Code
7.	BANGALORE	Regional Director IGNOU Regional Centre Directorate of Collegiate Education Premises Seshadri Road Bangalore-560 001 Phone: 211771 Telex: 0845-8926 Fax: 0812-217291	Karnataka, Goa	13
8.	COCHIN	Regional Director IGNOU Regional Centre Cochin University of Science and Technology Campus Cochin-682 022 Phone: 856513, 857705 Telex: 0885-5025 Fax: 0484-857705	Kerala Lakshadweep	14
9.	BHOPAL	Regional Director IGNOU Regional Centre E-7/62 Arera Colony Near Bus Stop No. 11 Bhopal-462 016 Phone: 564576 Telex: 0705-437 Fax: 0755-563050	Madhya Pradesh	15
10.	PUNE	Regional Director IGNOU Regional Centre Symbiosis International Cultural Centre Senapati Bapat Marg Pune-411 004 Phone: 347 458 Telex: 145-7806 Fax: 0212-347458	Maharashtra	16
11.	SHILLONG	Regional Director IGNOU Regional Centre Sunny Lodge, Nongthymmai Nong Shilliang Shillong-793 014 Phone: 22919 Telex: 0237-236 Fax: 0364-22486	Meghalaya, Assam, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Manipur	18
12.	BHUBANESHWAR	Regional Director IGNOU Regional Centre 222/1, Shastri Nagar, Unit-IV Bhubaneswar-751 001 Phone: 404160 Telex: 0675-411 Fax: 0674-402876	Orissa	21
13.	JAIPUR	Regional Director IGNOU Regional Centre C-113, Shivaji Marg Tilak Nagar Jaipur-302 004 Phone: 47100, 48758 Telex: 365-2017	Rajasthan	23

Sl. No.	Regional Centre	Address of Regional Centre	Operational Area	Region Code
14.	MADRAS	Regional Director IGNOU Regional Centre Arulagam 133, Chamiers Road Nandanam Madras-600 035 Phone: 454581 Telex: 041-6109 Fax: 044-450025	Tamil Nadu Pondicherry Andaman & Nicobar Islands	25
15.	LUCKNOW	Regional Director IGNOU Regional Centre B-1/33, Sector-H Aliganj Lucknow-226 020	Uttar Pradesh (Except Gaziabad Distt. and Modi Nagar)	27
16.	CALCUTTA	Regional Director IGNOU Regional Centre Bikash Bhawan 4th Floor, North Block Bidannagar Calcutta-700 091 Phone: 349850 Telex: 021-8580 Fax: 033-347576	West Bengal Sikkim	28

Appendix 2

Study Centres and their Codes for B.Sc. Nursing Programme

Sl. No.	Centre Code	Centre Address
1	0101	Railway Degree College Secunderabad-500 017
2	0401	Gauhati University Guwahati 781 014
3	0506	St. Xavier's College Ranchi-834 001
4	0601	Directorate of Correspondence Courses Punjab University Chandigarh-160 014
5	0901	L.D. College of Arts, Navrangpura Ahmedabad-380 009
6	1301	BES College of Education, Jayanagar Bangalore-560 050
7	1401	Institute of Management in Government Vikas Bhawan Trivandrum-695 033
8	1402	IMG Regional Centre Civil Station Campus, Kakkanad Cochin-682 065
9	1406	CMS College Kottayam-686 001
10	1502	Rani Durgawati University Jabalpur-482 001
11	1506	Holkar Science College Indore-452 001
12	1601	Ram Narain Ruia College, Matunga Bombay-400 019
13	1602	Symbiosis International Cultural Centre Senapati Bapat Road Pune-411 004
14	0711	Gargi College, Sirifort Road New Delhi-110 049
15	2301	University of Rajasthan, College Campus Jaipur-302 004
16	2501	DDGD Vaishnov College 445-EVR Periyar High Road Arumbakkam, Madras-600 106
17	2706	PPN College 96/12 M G Marg, Kanpur-208 001
18	2703	Allahabad Degree College, 15 Kydganj Allahabad-211 003
19	2810	Maulana Azad College 8 RA Kidwai Road, Calcutta-700 013

Appendix 3

List of Institutions

Sl. No.	Name of College	Hospital/Medical College
1.	College of Nursing	King George's Hospital Vishakhapatnam-530002
2.	College of Nursing	Somajiguda Hyderabad-500482
3.	College of Nursing	Medical College Hospital Guwahati-781001
4.	College of Nursing	Rajendra Medical College Ranchi-834009
5.	College of Nursing	P.G.I., Sector-12 Chandigarh-160012
6.	College of Nursing	B.J. Medical College New Civil Hospital Ahmedabad-380016
7.	College of Nursing	Fort, Bangalore-560002
8.	College of Nursing	Medical College Hospital Trivandrum-695011
9.	College of Nursing	Indore-452001
10.	College of Nursing	J.J. Group of Hospitals Bombay-400008
11.	College of Nursing	Armed Forces Medical Colleges Pune-411040
12.	Leelabai Thackersey College of Nursing	S.N.D.T. Women's University Bombay-400001
13.	R.A.K. College of Nursing	Andrews Ganj New Delhi-110024
14.	College of Nursing	A.I.I.M.S., Ansari Nagar New Delhi-110029
15.	College of Nursing	Jaipur-302004
16.	College of Nursing	Madras Medical College Hospital Madras-600003
17.	College of Nursing	G.S.V. Medical College Hospital Kanpur-208002
18.	College of Nursing	S.S.K.M. Hospital Calcutta-700020
19.	College of Nursing	Kottayam Kerala
20.	Medical College	Medical College Jabalpur
21.	Medical College	M.L.N. Medical College Allahabad

Please read the instructions overleaf before filling up this form.

Appendix-4

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI
REQUISITION FOR FRESH SET OF ASSIGNMENTS**

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

NAME : Shri/Smt./Kum.

Please indicate course code, assignment code and course title for which you need the assignments in the following columns. The assignments of the Course which you have already passed should not be mentioned.

Sl. No.	Course Code	Assignment Code	Course Title	Medium
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Tick (✓) whichever is applicable)

1. Assignments not received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments submitted earlier but misplaced at Study Centre/Post/HQ.
5. Assignments responses submitted after due dates were rejected by the Study Centre.
6. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignment.

Complete Address

Signature

Date

..... PIN

For Official Use Only :

Date of Despatch of Assignments to the student

INSTRUCTIONS FOR DOING ASSIGNMENTS

- 1) Read instructions for submission of assignments given in your Programme Guide carefully.
- 2) Assignments should be demanded only, if your registration for that course (Subject) is valid.
- 3) Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code/Title, name of semester/year, wherever applicable and Study Centre Code on your assignment responses before submitting it to the concerned authorities.
- 4) Submission of assignments within due dates is a prerequisite for appearing in the term-end examination. You are, therefore, advised to submit your TMAs at your Study Centre and CMAs to the Director (Evaluation), IGNOU, Maidan Garhi, New Delhi-68, within the prescribed dates. Assignments received after due dates will be summarily rejected.
- 5) You can appear in term-end examination or submit only minimum required number of assignments if you fail to secure over-all qualifying grade in a course (subject).
- 6) Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course(subject).
- 7) Please do not submit your assignment responses twice either at the same Study Centre or at different Study Centres for evaluation.

Please mail this form to :

The Director
Evaluation Division
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068

Sample of Assignments Remittance-Cum-Acknowledgement Card
Available at Your Study Centre

Enrolment No.: _____		Programme Title: _____	
Name: _____		Medium: _____	
Course Code: _____		Medium: _____	
S. No. Assignment No.		For Office Use Only	
		Sr. No.: _____	
		Date of Receipt: _____	
		Name of Evaluator: _____	
		Date of despatch to the Evaluator: _____	
Signature of the Student		Date of receipt from Evaluator: _____	
Date: _____			

INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT CARD			
Enrolment No.: _____		Programme Title: _____	
Name: _____		Medium: _____	
Course Code: _____		Medium: _____	
Sr. No.	Assignment No.		
Signature of the Student			
Date: _____			

For Office Use Only	
Sr. No.: _____	
Signature of the receiver	
Date: _____	
Seal	

AFFIX
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HERE

To

From

The Coordinator

IGNOU Study Centre

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
SCHOOL OF HEALTH SCIENCES
NEW DELHI-110 068

Appendix-6

FEEDBACK SHEET ON BSc NURSING COURSE MATERIAL

Name of the Student Age..... Sex

Present Address

Permanent Address
.....

Occupation

Educational Background Formal Non-Formal

Enrolment No. Study Centre

Year of your Registration at IGNOU

Date of filling this form

Please specify Scheduled Caste/Scheduled Tribe/Other Backward Caste

- | | | | |
|--|------------|-----------|--|
| 1) Did you read Let Us Begin Here, The Course Introduction in Block 1 and the Block Introduction of each block? | Yes | No | |
|--|------------|-----------|--|

- | | | | | | | | | |
|--|------------|-----|-----|-----|-----|-----|-----|---|
| 2) How much time did you spent on studying and comprehending each block of this course? | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | Block | | | | | | | |
| | Hours | | | | | | | |
| <ul style="list-style-type: none"> ● Give samples wherever necessary. ● Tick mark the correct box. | 1 | 2 | 3 | 4 | 5 | 6 | | |
| | Assignment | TMA | TMA | TMA | TMA | TMA | TMA | |

- | | | |
|--|-------|--|
| 3) (a) How much time did you spend on completing each of the TMA of the course? | Hours | |
| (b) Are the assignments difficult in content?
(please specify the number of the question) | | |
| (c) Are they vague?
(please specify the number of the question) | | |
| (d) Are they out of the text?
(please specify the number of the question) | | |
| (e) Are they instructive? | | |

4.	<ul style="list-style-type: none"> Please tick mark the relevant box. Give samples wherever possible. 	Yes	To some extent	No.	Page(s)	Unit No.
	(a) Are the Units difficult in terms of their content?	1	2	3		
	(b) Are there any unexplained new concepts?	1	2	3		
	(c) Are there any ideas not illustrated/substantiated?	1	2	3		
	(d) Are there any technical expressions unexplained?	1	2	3		
5.	(a) Are the Units difficult in terms of language?	1	2	3		
	(b) Are there too many long/difficult sentences?	1	2	3		
	(c) Are there any uncommon words?	1	2	3		
6.	Do you find this course-03					
	(a) interesting?	1	2	3		
	(b) instructive?	1	2	3		
	(c) informative?	1	2	3		
	(d) difficult?	1	2	3		
7.	(a) Did you attempt the "check your progress" exercises?	Yes	Only few	No		
	(b) Are the specimen answers of any help to you?	Yes	Only few	No		
	(c) Did any of the exercises cause any difficulty? If yes, indicate the number and Unit.	Yes	Only few	No		
		Exercise No.		Unit No.		
8.	(a) Did you attempt the "activity" exercise?	Yes	Few	No		
	(b) Did you find these exercises					
	(i) interesting	Yes	Few	Not		
	(ii) creative	Yes	Few	Not		
	(iii) any other (specify)	Yes	Few	Not		
	(c) Did any of the exercises cause any difficulty?					
	If yes, indicate the exercise No. and Unit No.					

9) Which of the following facilities are available with you at your home?

(a) (Tick mark the relevant box(es).)

Radio TV Audio Cassette Recorder Video Cassette Recorder/Player
Telephone

(b) Did you find the Audio programme (please specify the programme)

Interesting	Yes	Few	Not
Instructive	Yes	Few	Not
Informative	Yes	Few	Not
Useful	Yes	Few	Not

10) Did you find biographical sketches and side-information in Boxes useful? Please specify how these inputs helped you.

11) Is the counselling service available in your Study Centre? If yes, answer the following

(a) Have you attended the counselling sessions? If yes which course (code)? How many and when?

(b) Did you find the sessions useful? Tick one of the following:

Useful	Not Useful	Partially Useful
--------	------------	------------------

(c) Did the sessions clarify your doubts and problem? Tick the following:

Fully	Not at all	Partly
-------	------------	--------

(d) Were you able to take your other-than-academic problems to these sessions? If yes, please describe what sort of problems you expected to be solved.

(e) Have you faced any problem in attending the sessions? If yes, describe what these problems are.

12) Have you so far received a feedback on your performance in assignments of this course?

(a) Did the evaluator's comments on your assignments help you to do better in other assignments?

(b) Did you seek and get help from your counsellor in completing your assignments?

(c) If yes, what kind of help did you seek?

13) What suggestions, if any, would you give for improving the quality of counselling sessions?

14) What suggestions, if any, would you give for improving the quality of printed material, audio and video programmes of further courses in Nursing?

15) Have you attended all the practical sessions?

16) Did you face any problem in terms of:

(a) time

(b) supervision

(c) field experience

(d) co-operation from the institutions

Note: Please send the duly filled **Feedback Sheet** along with the Assignment

Evaluation Division

Indira Gandhi National Open University

Maidan Garhi

New Delhi-110 068

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RESPONSE SHEET FOR COMPUTER MARKED ASSIGNMENT

Enrolment No.	<input type="text"/>	Programme	: B.Sc.N.
Name & Address (Block Letters)	<input type="text"/>	Course Code	:
	<input type="text"/>	Assignment Code	:
	<input type="text"/>	Signature	<input type="text"/>
Pin Code	<input type="text"/>	Date	<input type="text"/>

Question No.	1	2	3	4	5	6	7	8	9	10
Answers										

Question No.	11	12	13	14	15	16	17	18	19	20
Answers										

Question No.	21	22	23	24	25	26	27	28	29	30
Answers										

Question No.	31	32	33	34	35	36	37	38	39	40
Answers										

Question No.	41	42	43	44	45	46	47	48	49	50
Answers										

For Office Use Only	
Entered by	Total Questions Attempted :
Verified by	Wrong Answers :
	Total Marks :
	Grade Obtained :

Please read the instructions overleaf before filling up this form.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI

TERM-END EXAMINATION JUNE/DECEMBER 199

CONTROL NO. (For Office Use only)

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

NAME : Shri/Smt./Kum.

Please indicate complete course title and correct course code in which you intend to take the examination. The Course(s) which you have already passed should not be mentioned.

Sl. No.	Course Code	Course Title
01		
02		
03		
04		
05		
06		
07		
08		

I hereby solemnly affirm that I have submitted/will submit all the required number of assignments prescribed for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation.

I am aware that submission of assignments prescribed for these courses is a prerequisite for taking Term-End Examination. In case my above statement regarding submission of assignments is found to be untrue, the University may cancel the result of my above mentioned Term-End Examination and I undertake that I shall have no claim whatsoever in this regard. I also undertake that I shall abide by the decision, rules and regulations of the University. I have signed this undertaking on this _____ day of _____ 199__.

Signature of Student _____

Name
Complete
Address for
Correspondence

INSTRUCTIONS FOR FILLING UP THE FORM

- 1) Please attach a self-addressed postcard, if acknowledgement is desired.
- 2) In case you wish to take examination at a Centre other than your Study Centre then the code of your chosen centre (provided it is activated for your programme) be filled-up in place of Study Centre.
- 3) Normally the Study Centre is the examination centre. However, the University can allot you an alternative examination centre if your Study Centre is not declared an examination centre.
- 4) Change of Examination Centre, once allotted, is not permissible.
- 5) The intimation slip for taking examination will be sent 15 days before commencement of examinations. *Interim queries will not be entertained.*
- 6) Only such candidates shall be eligible to appear at the examination who have paid necessary programme fee.
- 7) For taking examination fill up only such course(s) for which you have been registered. No change in course is allowed at this stage.
- 8) Please write complete and correct title of course(s) and course code(s) as indicated in your Programme Guide failing which computer will not print your relevant course code in "intimation slip" for taking examination.

EXAMPLES :

ECO-01 Business Organisation

MS-02 Managing Men

- 9) If you do not receive intimation slip, please contact your examination centre/Study Centre, and if your name exists in the list of the registered candidates, you can take examination by showing your identity card.
- 10) Contact the Coordinator of your Study Centre/Regional Director of your region for copies of this form, or you may have a photocopy made if needed in future.

*Completed Examination Form
should be mailed to :*

**The Director (Evaluation)
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068.**

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

If you change your address please complete the form using block capitals and indicating :

Programme of Study
Enrolment Number

**New or Corrected Address Including Pin
New Study Centre Code**

Choice for Medium of Study

Date of Change

The card should then be signed, dated and posted at the address printed below.

To

The Administrative Officer
Computer Division
Indira Gandhi National Open University
K-76, Hauz Khas
New Delhi - 110 016

**AFFIX
STAMP
HERE**

**Sample of Change/Correction of Address
Available at Your Study Centre**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CHANGE/CORRECTION OF ADDRESS/STUDY CENTRE/MEDIUM OF STUDY

All correspondence to me be sent at the following address and change of Study Centre be recorded.

Enrolment
Number

Date of Change
effective from

1000

Dr./Mr./Smt/.....

Name _____

New Address

Medium of Study

Programme of Study

Town										
State										
State Code										

(See Code List 2 of Guide to Applicant)

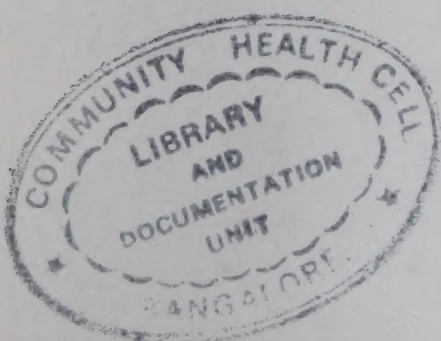
(See Code List 2 of Guide to Applicant)

Signature _____

Date:

New Study Centre			
Code			

(See Code List 3)



Sample of Card for Non-Receipt of Materials
Available at Your Study Centre

Intimation of Non-receipt of Study Material/Assignment

Enrolment No.

--	--	--	--	--	--	--	--	--

Programme

--	--	--

I have not received the Study Material/Assignment in respect of the following:

Course(s) _____ Block No. _____

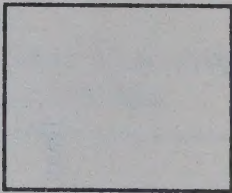
Assignment No. _____

I have remitted all the dues towards Course Fee and there is NO CHANGE in my address given on the reverse.

Date: _____ Signature _____

From :
Name : _____

Enrolment No.: _____
Address : _____



To
JOINT REGISTRAR
Material Distribution Division
Indira Gandhi National Open University
Maidan Garhi
New Delhi - 110 068

